

- (a) Provide the Deputy Directors with technical guidance and assistance in developing personnel mobilization requirements, in order to ensure uniformity and continuity of purpose.
- (b) Evaluate and integrate the personnel mobilization requirements prepared by the Deputy Directors and transmit appropriate recommendations to the Director of Central Intelligence concerning the capability of the Agency to support such programs in terms of available manpower sources.
- (c) Plan the development and maintenance of a CIA Manpower Mobilization Reserve system.
- (d) Disseminate to the Deputy Directors personnel planning guides containing information needed in an expeditious and effective transition to wartime or emergency requirements.
- (e) Develop and distribute appropriate issuances containing administrative procedures for carrying out the programs and responsibilities in this paragraph.
- (f) Plan for the use of CIA Category 1 reservists in wartime. To this end he will maintain liaison with the Military Departments to determine availability of suitable training. He will secure quotas, as appropriate, for the training of reservists assigned to the Army and Air Force Reserve units, arrange for training of reservists assigned to the Marine Corps Reserve unit, and recommend to the Department of Navy appropriate training for reservists assigned to the Naval Reserve unit.

15. CIVILIAN RESERVE PROGRAM. This paragraph prescribes policies for the selection and use of Civilian Reservists and provides for the establishment of a centralized directory to implement the Civilian Reserve program.

- a. **GENERAL.** The Civilian Reserve is a group of selected individuals, previously employed by or associated with CIA or its predecessor organizations, who, because of their skills or present status, may be of assistance to the Agency in its recruitment of personnel, finding outside employment for personnel leaving the Agency, the reporting of cover opportunities or investigative leads, certain operational activities, and special tasks that can be performed by persons outside the Agency. The Civilian Reserve has additional value as a potential source of manpower in event of emergency or wartime expansion. Careful consideration shall be given to Agency standards of security and cover in selecting, contacting, and using Civilian Reservists. The Director of Personnel has primary responsibility for the administration of the Civilian Reserve program.
- b. **SELECTION OF CIVILIAN RESERVISTS.** The selection of a Civilian Reservist shall be based on his potential usefulness to the Agency. In assessing this, consideration shall be given to his skills, his past assignments in the Agency or its predecessor organizations, his current or planned employment or status, his attitude toward the Agency, and his availability in the event of a national emergency.
 - (1) The Director of Personnel, with the assistance of Operating Officials and Heads of Independent Offices, shall identify and locate former employees and other individuals described in subparagraph a above who are potential Civilian Reservists.
 - (2) Individuals, including those who are about to terminate Agency employment, may be nominated for the Civilian Reserve by Operating Officials, Heads of Independent Offices, or other senior officials who have been or are officially associated with the individual. Such nominations may be

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submitted to the Director of Personnel in a memorandum or included, in the case of present employees, on the Form 1152, Request for Personnel Action, prepared at the time of separation from the Agency.

- (3) The Director of Personnel shall ensure that Agency records of all individuals nominated for the Civilian Reserve, including records of the Office of Personnel, the Office of Security, the Office of the Inspector General, the Medical Staff, and the Central Cover Staff, are reviewed to determine whether there is any reason why the individuals should not be selected for the Civilian Reserve.
- (4) Operating Officials and Heads of Independent Offices shall advise the Director of Personnel regarding the potential assets of individuals being considered for the Civilian Reserve.
- (5) An individual may be selected for membership in the Civilian Reserve only when approved from the standpoint of security by the Director of Security and, when appropriate, by the Operating Official or the Head of Independent Office who has jurisdiction over the activity to which the individual is assigned or was assigned at the time of his separation from the Agency.
- (6) With these approvals, the Director of Personnel shall select individuals whom he will contact to determine their willingness to accept membership in the Civilian Reserve.

c. CIVILIAN RESERVE DIRECTORY

- (1) The Director of Personnel shall establish and maintain a current centralized Civilian Reserve Directory to enable maximum Agency-wide use of the Civilian Reservists, consistent with the security restrictions prescribed below.
- (2) Operating Officials and Heads of Independent Offices shall advise the Director of Personnel whether the names of Civilian Reservists whose primary potential is in sensitive operational activities should be included in the Directory and, if included, how contact with them should be restricted.
- (3) The Director of Personnel shall make available, to meet specific requirements established by Operating Officials or Heads of Independent Offices, the names of individuals listed in the Directory and pertinent biographic information about them.
- (4) Every precaution shall be taken to ensure that the names of and information concerning Civilian Reservists who have served previously in particularly sensitive activities for the Agency are kept on a restricted basis and released with utmost discretion to officials having legitimate requirements for such information.
- (5) The Director of Personnel shall periodically contact Civilian Reservists to determine their continued availability for, and interest in, membership in the Civilian Reserve, and to obtain other information such as changes in status or acquisition of new skills which may be of use to the Agency.

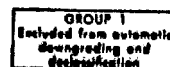
d. STATUS AND USE OF CIVILIAN RESERVISTS

- (1) A Civilian Reservist does not acquire an employee relationship to the Agency or to the Government by virtue of his membership in the Civilian Reserve.
- (2) A Civilian Reservist will serve without compensation unless his services are contracted for in accordance with

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- (3) Contacts with individual Civilian Reservists regarding their possible use shall be made only after clearance with the Director of Personnel, who shall review requirements for the use of Reservists.
- (4) If a Civilian Reservist is engaged in sensitive activities for the Agency, the Operating Official or Head of Independent Office having jurisdiction over the activities shall so advise the Director of Personnel. All contacts with the individual, other than those made by officials in the using component, shall then be suspended, except when proposed contacts are approved by the Operating Official or Head of the Independent Office. The Operating Official or Head of Independent Office shall advise the Director of Personnel when the individual is again available for possible use by other components of the Agency.
- e. **SUPPLEMENTARY DIRECTORIES.** Nothing in this paragraph shall be construed as preventing Agency components from maintaining, or as restricting the maintenance of, supplementary directories of former employees and associates of the Agency for use in specific operational capacities.

16. Reserved.